

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally confirm that [Employee's Name] was employed at [Your Company Name] as a Store Keeper from [Start Date] to [End Date].

During this period, [he/she/they] demonstrated a high level of commitment and professionalism in [his/her/their] role.

[He/She/They] was responsible for:

- Managing inventory, including receiving, storing, and issuing supplies
- Conducting regular stock checks and maintaining accurate records
- Collaborating with vendors and suppliers to ensure timely deliveries
- Ensuring compliance with safety and quality standards
- Training and supervising junior staff members

[Employee's Name] is detail-oriented, highly organized, and has excellent problem-solving skills. [He/She/They] contributed significantly to our operational efficiency and helped streamline our inventory management processes.

We appreciate [his/her/their] hard work and dedication and wish

[him/her/them] the best in all future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]